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## Contents: Training and Qualifications

Effective Date: **February 2004**

Point of Contact: [Training and Qualifications Program Manager](#)

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<a href="#">Introduction</a>	
<a href="#">1. Determining Training and Qualification Requirements</a>	<ul style="list-style-type: none"><li>• Identify tasks, hazards, risks, and access requirements associated with position.</li><li>• Determine required training courses.</li><li>• Complete Job Training Assessment Form (or equivalent) and forward results to Training Coordinator.</li><li>• Review training requirements annually or as responsibilities, assignments, and requirements change, and forward changes to Training Coordinator.</li><li>• Ensure that training and qualifications are maintained.</li></ul>
<a href="#">2. Establishing and Reviewing Training Requirements</a>	<ul style="list-style-type: none"><li>• Submit request for approval of a training requirement or review of an existing requirement.</li><li>• Forward the request to steering committee for review.</li><li>• Review request and forward comments to program manager.</li><li>• Compile responses and distribute to committee members for approval.</li><li>• Approve or reject request.</li><li>• Notify requirement/program owner of decision.</li></ul>

### 3. Requesting Training Exemptions

- Complete Request for Training Exemption Form and submit to responsible requirements manager.
- Forward approved form to the Training and Qualifications Program Office.
- Enter approved exemption in the training database and track the exemption expiration date.
- Notify incumbent when exemption is due to expire and when qualification has lapsed.

### 4. Request Retraining Extensions

- Complete Request for Retraining Extension Form and submit to responsible manager for the course requirement.
- Review and determine whether to approve extension.
- Forward approved form to Training and Qualifications Program Office.
- Enter approved exemption in training database and track exemption expiration date.
- Notify incumbent when the exemption is due to expire and when qualification has lapsed.

### 5. Using Escorts Instead of Providing Training

- Determine that individual has the appropriate background and education needed to perform the task properly under escort.
- Brief individual on requirements and hazards associated with task.
- Oversee and direct individual during completion of task to ensure proper, safe performance.

### 6. New Employee/Guest Training and Processing

- Determine training and qualification needs.
- Complete New Employee/Guest Orientation Form.
- Obtain departmental approvals.
- Attend registration, orientation, and briefing sessions, and obtain appropriate signatures.

### 7. Contractor/Vendor Training and Processing

- Determine BNL site-specific training requirements and safety instructions.
- Complete orientation form and forward a copy to Training Coordinator.
- Ensure contractor receives required training or ESH briefing.
- Verify completion of required training or

briefing before work starts.

- Forward completed forms to Training Coordinator.
- Document instructor qualification for compliance training.
- Maintain training and qualification records.

## [8. Instructor Qualification](#)

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### [Definitions](#)

### **Exhibits**

#### [Criteria for Determining Additional Job Qualification Requirements](#)

### **Forms**

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#### [Course Evaluation Form](#)

#### [Environment, Safety, Health, and Security Briefing Checklist](#)

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#### [Instructor Qualification Form](#)

#### [Job Training Assessment Form](#)

#### [New Employee/Guest Orientation Form](#)

#### [Request for Retraining Extension Form](#)

#### [Request for Training Exemption Form](#)

#### [Training Attendance Roster](#)

## **Training Requirements and Reporting Obligations**

This subject area contains training requirements. See the [Training and Qualifications](#) Web Site.

This subject area does not contain reporting obligations.

## **References**

[Entry and Egress Requirements for Areas Controlled for Radiological Purposes](#) Subject Area

[Records Management](#) Subject Area

[Supervisors' Personnel Manual](#)

[Target Audience Descriptions for Required Training: Job/Hazard/Risk Training Needs Assessment Tool](#)

[Training and Qualifications](#) Web Site

## **Standards of Performance**

All staff and users shall ensure that they are trained and qualified to carry out their assigned responsibilities and shall inform their supervisor if they are assigned to perform work for

responsibilities, and shall inform their supervisor if they are assigned to perform work for which they are not properly trained or qualified.

## Management System

This subject area belongs to the **Training and Qualifications** management system.

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## Introduction: Training and Qualifications

Effective Date: **June 2000**

Point of Contact: [Training and Qualifications Program Manager](#)

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The purpose of the Training and Qualifications program at Brookhaven National Laboratory (BNL) is to ensure that BNL employees, guests, users, and contractors are trained and qualified to perform their assigned tasks and job functions. The Laboratory has established training requirements in accordance with regulatory requirements for work to be performed, hazards that may be encountered, areas that will be accessed, potential for risk, and general site requirements. BNL has defined minimum training requirements for work to be performed, and monitors the completion of these requirements. In addition to ensuring that personnel receive appropriate training, the Laboratory is committed to ensuring that its workers are qualified to perform their jobs.

Qualification (competency) is defined in terms of education, experience, training, and any special requirements (e.g., medical exams, external certification) necessary for unescorted, unsupervised performance of assigned responsibilities. For qualification issues concerning varying degrees of literacy and fluency in English, training and qualification requirements may be tailored (verbal exams, use of escorts/interpreters) to address specific issues and qualifications based on the issue, program need, and requirements.

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# 1. Determining Training and Qualification Requirements

Effective Date: **September 2001**

Point of Contact: [Training and Qualifications Program Manager](#)

## Applicability

This information applies to employees, guests, users, supervisors, work planners, line managers, training coordinators, BNL sponsors, contractors, vendors, and DOE managers.

## Required Procedure

The supervisor, work planner, line manager, Training Coordinator, and/or incumbent completes the following steps and documents the results on the [Job Training Assessment Form](#) (or equivalent).

<b>Step 1</b>	<p>Use the documents listed below to identify tasks, hazards, risks, and access requirements associated with this position for both normal and emergency duties.</p> <ul style="list-style-type: none"><li>• Standard operating procedures;</li><li>• Work planning documents;</li><li>• Experimental plans;</li><li>• Roles, Responsibilities, Accountabilities and Authorities (R2A2);</li><li>• Job descriptions;</li><li>• Facility hazard/risk analysis/categorization documents.</li></ul> <p>Or</p> <p>Contact the <a href="#">Training and Qualification Program Office</a> for assistance in determining training and qualification requirements.</p>
<b>Step 2</b>	<p>Use the <a href="#">Target Audience Descriptions for Required Training: Job/Hazard/Risk Training Needs Assessment Tool</a> to identify required training courses for the tasks, hazards, risks, and access requirements identified for this position.</p>

	<p><b>Note:</b> The <a href="#">Target Audience Descriptions for Required Training: Job/Hazard/Risk Training Needs Assessment Tool</a> defines required audiences for site training courses.</p>
<b>Step 3</b>	List any Medical Clearance Exams required for this position.
<b>Step 4</b>	List any External Certifications required for this position.
<b>Step 5</b>	Refer to entry level descriptions for positions detailed in the <a href="#">Supervisors' Personnel Manual</a> . Identify and document any additional education or experience requirements that do not appear in these descriptions.
<b>Step 6</b>	<p>Some positions, because of the potential risks associated with the work to be performed, may need additional qualification requirements. For these positions, determine needs for both new hires and incumbents.</p> <p>Determine what additional job-specific training requirements may be needed to ensure that workers are qualified to perform their tasks unsupervised in a safe and reliable manner. The need for additional training and/or mentoring should be based on the tasks to be performed and the potential impacts that may result from improper task performance. Job-specific training includes training on procedures, on-the-job performance evaluations, equipment training, and indoctrination.</p> <p>Use the exhibit <a href="#">Criteria for Determining Additional Job Qualification Requirements</a>;</p> <p>Or</p> <p>Conduct task analysis;</p> <p>Or</p> <p>Contact the Training and Qualification Program Office for assistance.</p>
<b>Step 7</b>	<p>If no additional training and qualification needs are identified, skip this step.</p> <p>Review existing job-specific training programs against the <a href="#">Criteria for Determining Additional Job Qualification Requirements</a> and confirm that they are at the appropriate level of rigor for the needs identified.</p> <p>If existing programs are not at the correct level of rigor, or if there is no existing program where a need has been identified, contact the Training and Qualifications Program Office for development and documentation assistance.</p>
<b>Step 8</b>	<p>Complete the <a href="#">Job Training Assessment Form</a> (or equivalent) and forward the results to the Training Coordinator.</p> <p><b>Note:</b> If there are no changes from current documented requirements for existing personnel, notify the Training Coordinator that the position has been reviewed and that there are no changes.</p>

<p><b>Step 9</b></p>	<p>Ensure that incumbents complete requirements for unsupervised task performance prior to independent assignment of that work. Grant qualification (independent performance of tasks) only after ensuring that staff have completed all requirements (entry level, training, and other specified requirements) and have demonstrated the knowledge and skills needed to perform the work unsupervised.</p> <p>To be a qualifier or evaluator and qualify another individual to perform a task unsupervised, personnel must meet the qualification requirements for the tasks and observe the activity to verify proper task performance. The responsible supervisor can designate individuals who have qualified in a procedure to qualify others in the procedure. Procedure authors are qualified by their technical expertise to train others on the procedures they write. In addition, the responsible supervisor may designate individuals as qualifiers because of their expertise, for example if they have been trained by a manufacturer on its equipment.</p>
<p><b>Step 10</b></p>	<p>Once qualified for independent task performance, if individuals are unable to re-qualify successfully, suspend their qualification immediately until they demonstrate successful performance. Notify the Training and Qualifications Program Office of the suspended qualification, so the qualification status can be changed and reflected in the training database.</p>
<p><b>Step 11</b></p>	<p>Review training requirements annually or as responsibilities, assignments, and requirements change, and forward the changes to the Training Coordinator.</p>
<p><b>Step 12</b></p>	<p>Ensure that training and qualifications are maintained for the work performed. Identify and provide continuing training as needed to address the following items:</p> <ul style="list-style-type: none"> <li>• changes to facility structures, systems, and components;</li> <li>• changes to procedures and requirements;</li> <li>• advances in technology/equipment;</li> <li>• refresher need for infrequently performed tasks; and lessons learned; and</li> <li>• update materials.</li> </ul> <p>Or, contact the Training and Qualifications Program Office for assistance.</p>

## References

[Supervisors' Personnel Manual](#)

[Target Audience Descriptions for Required Training: Job/Hazard/Risk Training Needs Assessment Tool](#)

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## 2. Establishing and Reviewing Training Requirements

Effective Date: **February 2004**

Point of Contact: [Training and Qualifications Program Manager](#)

### Applicability

This information applies to line managers and requirement/program owners who establish training requirements that affect staff outside their own organizations.

### Required Procedure

The requirement/program owner completes the following steps to receive Training and Qualifications Management Steering Committee concurrence for cross-organizational training requirements.

<b>Step 1</b>	<p>The requirement/program owner submits a request for approval of the initial training requirement to the Training and Qualifications Program Office Manager. The request should include the following information:</p> <ul style="list-style-type: none"> <li>• Drivers for the training (regulatory needs, audit findings, occurrences, program changes, improved practice, etc.);</li> <li>• Targeted required audience for the training;</li> <li>• Goals/objectives for the training;</li> <li>• Estimated duration of training;</li> <li>• Method for delivery;</li> <li>• Schedule for training effort;</li> <li>• Costs associated with the training (development costs, vendor fees);</li> <li>• Information/evaluations from related and prerequisite training initiatives.</li> </ul> <p>Or</p> <p>The Level 2 Manager contacts the Training and Qualifications Program Office Manager to request a review of an existing requirement (to ensure value-added training) by the Training and Qualifications Management Steering Committee.</p>
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	Upon this request, the Training and Qualifications Program Office Manager and requirement/program owner coordinate the above information for review and solicit feedback about the program from Training Coordinators and participants, as appropriate.
<b>Step 2</b>	The Training and Qualifications Program Office Manager forwards the request to the Training and Qualifications Management Steering Committee members for review.
<b>Step 3</b>	The Training and Qualifications Management Steering Committee members review the request and forward their comments to the Training and Qualifications Program Office Manager.
<b>Step 4</b>	<p>The Training and Qualifications Program Office Manager distributes the comments among committee members.</p> <p>If committee members are in general agreement (only minor questions or issues to resolve), the Training and Qualifications Program Office Manager forwards the comments via e-mail to the committee for a final vote of approval.</p> <p>Or</p> <p>If no clear consensus is evident and major issues are raised, the Training and Qualifications Program Office Manager schedules a committee meeting and requests the requirement/program owner to present information and field questions for discussion.</p>
<b>Step 5</b>	Training and Qualifications Management Steering Committee members approve or reject the requirement request based on a majority vote.
<b>Step 6</b>	Training and Qualifications Program Office Manager notifies the requirement/program owner of decision.


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## 3. Requesting Training Exemptions

Effective Date: **February 2004**

Point of Contact: [Training and Qualifications Program Manager](#)

### Applicability

This information applies to employees, guests, users, and requirements managers.

### Required Procedure

<b>Step 1</b>	Individuals may be exempt from BNL required training courses due to knowledge and skills acquired through previous education or work experience. To request an exemption, personnel complete the <a href="#">Request for Training Exemption Form</a> and attach the appropriate documentation (e.g., a certificate of course completion, college transcript).
<b>Step 2</b>	<p>Personnel submit the form and documentation to the responsible requirements manager for the course requirement (i.e., the Point of Contact for the subject area that owns the requirement).</p> <p><b>Note:</b> If you are unsure who the responsible requirements manager is, forward the documents to the <a href="#">Training and Qualifications Program Office</a>.</p>
<b>Step 3</b>	<p>The requirements manager reviews the request (previous training and qualification records, certifications, degrees, and job performance history) and determines whether or not to approve the exemption.</p> <ul style="list-style-type: none"> <li>If approved, forward the approved form to the Training and Qualifications Program Office. Retain a copy of the package for your files.</li> <li>If not approved, notify the requestor of the decision with an explanation for the disapproval.</li> </ul>
<b>Step 4</b>	The Training and Qualifications Program Office enters the approved exemption in the training database and tracks the exemption expiration date.

**Step 5**

The Training and Qualifications Program Office notifies the incumbent when the exemption is due to expire and again when the qualification has lapsed.


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## 4. Requesting Retraining Extensions

Effective Date: **February 2004**

Point of Contact: [Training and Qualifications Program Manager](#)

### Applicability

This information applies to employees, guests, users, contractors, and managers.

### Required Procedure

<b>Step 1</b>	Personnel may request extensions of retraining deadlines for courses that have requalification periods to support operating or scheduling commitments that impact an organization's mission.
<b>Step 2</b>	To request an extension, personnel complete the <a href="#">Request for Retraining Extension Form</a> .
<b>Step 3</b>	Personnel submit the form to the responsible manager for the course requirement (i.e., the point of contact for the subject area that owns the requirement).  <b>Note:</b> If you are unsure who the responsible manager is, forward the form to the <a href="#">Training and Qualifications Program Office</a> .
<b>Step 4</b>	The responsible manager reviews the request for retraining extension and determines whether or not to approve the extension.  <ul style="list-style-type: none"> <li>• If approved, forward the package to the Training and Qualifications Program Office.</li> <li>• If not approved, notify the requestor of the decision with an explanation for the disapproval.</li> </ul>
<b>Step 5</b>	The Training and Qualifications Program Office enters the approved extension in the training database and tracks the expiration date for the extension.
<b>Step 6</b>	The Training and Qualifications Program Office notifies the responsible manager when the extension period has lapsed.

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## 5. Using Escorts Instead of Providing Training

Effective Date: **February 2004**

Point of Contact: [Training and Qualifications Program Manager](#)

### Applicability

This information applies to individuals who do not possess valid site-specific training qualifications and their escorts. It does **not** apply to radiological areas or radiological work. For escort requirements for radiological areas or work, see the [Entry and Egress Requirements for Areas Controlled for Radiological Purposes](#) Subject Area.

### Required Procedure

<b>Step 1</b>	Individuals who do not possess valid site-specific training qualifications for specific tasks can perform the task under the supervision of a qualified escort if all of the following conditions are met: <ol style="list-style-type: none"> <li>1. The task performance does not require any of the following qualifications: respirator use, Class IIIB or IV Laser use, confined space entry, use of cranes/forklifts or rigging operations, entry into HAZWOPER exclusion areas, entry into Noise Areas, or entry into asbestos certification areas.</li> <li>2. The individual and the escort can communicate in the same language.</li> </ol>
<b>Step 2</b>	The escort ensures that he/she is trained and qualified to perform the task and qualified to act as an escort to the individual.
<b>Step 3</b>	The escort determines that the individual has the appropriate background and education needed to perform the task properly under escort.
<b>Step 4</b>	The escort briefs the individual on the requirements and hazards associated with the task.
<b>Step 5</b>	The escort oversees and directs the individual during completion of the task to ensure proper, safe performance. The individual remains in constant sight and supervision of an escort during the performance of the task.
<b>Step 6</b>	The individual follows the direction of the escort should an emergency arise.



since the escort is responsible for the individual.

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[Entry and Egress Requirements for Areas Controlled for Radiological Purposes](#) Subject Area


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## 6. New Employee/Guest Training and Processing

Effective Date: **February 2004**

Point of Contact: [Training and Qualifications Program Manager](#)

### Applicability

This information applies to guests, new employees, supervisors, department administrators, the Budget Office, the Employment Office, the Office of Scientific Personnel, Personnel Records, and Training Coordinators.

### Required Procedure

This procedure may be tailored to include internal processes used by organizations to process new employees or guests. In addition, the forms may also be modified to be organization-specific.

<b>Step 1</b>	<b>Supervisor/ Designee:</b> Complete the top section of the <a href="#">New Employee/Guest Orientation (NEO) Form</a> .
<b>Step 2</b>	<b>Supervisor/ Designee:</b> In consultation with the Environment, Safety, and Health (ESH) Coordinator and the Training Coordinator, determine training and qualification needs for the new employee/guest using the <a href="#">Determining Training and Qualification Needs</a> procedure. Or, if the position has already been assessed for training and qualification needs, fill in the Job Training Assessment codes on the NEO form.
<b>Step 3</b>	<b>Supervisor/ Designee:</b> If the individual is a transfer or a returning employee, determine whether any prior BNL training is valid.
<b>Step 4</b>	<b>Supervisor/ Designee:</b> If the individual will perform work in another department, consult with the departmental contact to determine if any additional training is needed.
<b>Step 5</b>	<b>Supervisor/ Designee:</b> Indicate the courses that the new employee/guests will attend by initialing each course in the "Supervisor Initials" column on both pages of the NEO form.

<b>Step 6</b>	<b>Supervisor/ Designee:</b> Forward the NEO form to the Department Administrator for processing and approvals.
<b>Step 7</b>	<p><b>Department Administrator:</b> For Guest Appointments - Attach the NEO form to guest appointment paperwork with approvals and forward them to the Office of Scientific Personnel (OSP). Continue with step 9.</p> <p>For New Hires - Attach the NEO form to the requisition and submit it to the Budget Office. Continue with step 8.</p>
<b>Step 8</b>	<b>Budget Office:</b> When the requisition is approved, forward the NEO form with the requisition to the Employment Office/OSP.
<b>Step 9</b>	<b>Employment Office/OSP:</b> Once the start date has been determined, forward the NEO form with appropriate paperwork to Personnel Records.
<b>Step 10</b>	<b>Personnel Records:</b> Assign a Life/Guest number and enter individual's name, start date, and Life/Guest number on the NEO form.
<b>Step 11</b>	<b>Personnel Records:</b> Send a copy of the NEO form to the Training Coordinator whose name appears at the top of the form. Add the NEO form to the new employee package and forward the package to the Employment Office.
<b>Step 12</b>	<b>Employment Office:</b> On the start date, issue the original NEO form to the New Employee/Guest and review the course schedule. Sign the NEO form, indicating completion of the Human Resources Orientation.
<b>Step 13</b>	<b>Training Coordinator:</b> Track the status of form completion using the copy received from Personnel Records.
<b>Step 14</b>	<b>New Employee/Guest:</b> Meet with your supervisor, whose name appears at the top of the form, for the Environment, Safety, and Health (ESH) briefing and signature. Attend training as scheduled.
<b>Step 15</b>	<b>Supervisor/Designee:</b> Brief the new employee/guest on job- and work location-specific hazards and requirements, and direct the new employee/guest to the ESH Coordinator, Training Coordinator, Facility Support Representative, and any additional facility/work contacts that may be applicable to the job assignment.
<b>Step 16</b>	<b>Supervisor/Designee:</b> Ensure that the required training on the NEO form is still appropriate. In consultation with the Training Coordinator, add any Job Training Assessment code(s) to ensure that requirements can be tracked formally.
<b>Step 17</b>	<b>New Employee/Guest:</b> Complete the "Administration" section of the NEO form by attending all registration, orientation, and briefing sessions and obtaining the appropriate signatures.
<b>Step 18</b>	<b>ESH Coordinator:</b> Brief the new employee on departmental/building ESH issues and requirements.
<b>Step 19</b>	<b>Training Coordinator:</b> Brief the new employee on how to access training records/schedules on their role in maintaining qualifications and aid with

	records/schedules, on their role in maintaining qualifications, and are with scheduling the remaining "Additional Required Training" courses as indicated on page 2 of the NEO form.
<b>Step 20</b>	<b>New employee/guest:</b> Upon completion of all briefings and courses indicated on page 1 of the NEO form, return the form to the Training Coordinator.
<b>Step 21</b>	<b>New employee/guest:</b> Attend all additional courses as directed.
<b>Step 22</b>	<b>Training Coordinator:</b> Link the employee to the appropriate Job Training Assessments and notify the supervisor and the employee of outstanding training requirements.
<b>Step 23</b>	<b>Training Coordinator:</b> Retain the original NEO form with signatures in departmental training files.
<b>Step 24</b>	<b>Supervisor:</b> Ensure the employee is trained and qualified for the tasks assigned.


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## 7. Contractor/Vendor Training and Processing

Effective Date: **February 2004**

Point of Contact: [Training and Qualifications Program Manager](#)

### Applicability

This information applies to all contractors, vendors, and their employees who work on-site, their BNL contacts, the Identification Badging Office, and training provider organizations.

### Required Procedure

<b>Step 1</b>	<p><b>BNL Contact:</b> In consultation with the Environment, Safety, and Health (ESH) Coordinator, Training Coordinator, and Facility Support Representative, determine BNL site-specific training requirements and safety instructions for contractors and vendors. Consider the following circumstances:</p> <ul style="list-style-type: none"> <li>• Potential exposure to risk and creation of hazards based on the location, facility assessment, and the work to be performed.</li> <li>• Duration and frequency of on-site activity.</li> </ul>
<b>Step 2</b>	<p><b>Contractor (Includes Vendors):</b> Advise your BNL Contact of the intent to send new contractors to BNL.</p>
<b>Step 3</b>	<p><b>BNL Contact:</b> If no BNL site-specific training is required, arrange for an escort to accompany contractor employees and to assure that they are advised of any ESH hazards and precautions. If escorted, see the section <a href="#">Using Escorts Instead of Providing Training</a>.</p>
<b>Step 4</b>	<p><b>BNL Contact:</b> Depending on the training required, complete step A, B, or C below (use the section <a href="#">Determining Training and Qualification Requirements</a> to identify the training required).</p> <p>A. If no training is required, complete the <a href="#">Contractor/Vendor Orientation (CVO)</a> form and sign next to #5 to indicate that "No training is required; escort provided." Continue with step 6.</p> <p>B. If the contractor is a short-term consultant or visitor and a departmental ESH briefing will be provided in lieu of classroom training, complete the</p>

	<p>ESH briefing will be provided in lieu of classroom training, complete the CVO form and initial next to #3 to indicate an "ESH Briefing was provided by the BNL Contact." Forward a copy of the CVO form to the Training Coordinator. Continue with step 6.</p> <p>C. If BNL site-specific training is required, complete the CVO form and/or the Identification Badge Application form (BNL F3014A, available as a stock issue S-80382). Initial the required training courses on the CVO form, and/or check the appropriate required courses on the Contractor Identification Badge Application form. Forward copies to the Training Coordinator. Continue with step 5.</p>
<b>Step 5</b>	<b>Training Coordinator:</b> Schedule the contractor and contractor employees for the required training courses indicated on the copy of the CVO form or the Contractor Badge Application form through the BNL Contact.
<b>Step 6</b>	<b>BNL Contact:</b> Forward the CVO form and/or the Contractor Identification Badge Application form to the Contractor and advise the Contractor of the reporting location.
<b>Step 7</b>	<b>Contractor:</b> Provide the CVO form and/or the Contractor Identification Badge Application form to your employees.
<b>Step 8</b>	<b>Contractor:</b> Direct your employees to report to the Contractor/Vendor Orientation or to the BNL Contact for an ESH Briefing on the specified start date.
<b>Step 9</b>	<p><b>Contractor Employee:</b> On the start date, report with the forms provided to either the Contractor/Vendor Orientation or to your BNL Contact for the ESH Briefing.</p> <p>Or</p> <p>If an ESH briefing is not required and an escort has been provided, report with the escort to your assigned work location.</p>
<b>Step 10</b>	<p><b>CVO Training Provider:</b> Provide the Contractor/Vendor Orientation and indicate successful completion of the course by initialing the CVO form or the Contractor Identification Badge Application form.</p> <p>Or</p> <p>Provide the ESH Briefing using the <a href="#">Environment, Safety and Health Briefing Checklist Form</a> and indicate completion by initialing and signing the Checklist and the Contractor/Vendor Orientation form. Return the Contractor/Vendor Orientation form to the contractor employee. Forward the checklist to the Training Coordinator.</p>

<b>Step 11</b>	<b>Contractor Employee:</b> Report to the Identification Badging Office, Bldg. 30, for an identification badge or gate pass with the signed Contractor/Vendor Orientation form and/or the Contractor Identification Badge Application form.
<b>Step 12</b>	<b>Identification Badging Office:</b> Verify completion of the Contractor/Vendor Orientation course or other specified training, or verify that an escort has been provided.
<b>Step 13</b>	<p><b>Identification Badging Office:</b> Issue a Contractor Identification Number and Contractor Identification Badge to employees whose training has been verified.</p> <p>Or</p> <p>Issue a Gate Pass to short-term contractors who have received an ESH Briefing or for whom an escort has been provided.</p>
<b>Step 14</b>	<b>Contractor Employee:</b> After receiving an identification badge or gate pass, report to the BNL Contact for instructions.
<b>Step 15</b>	<b>Contractor Employee:</b> Attend additional required training as directed by the BNL Contact.
<b>Step 16</b>	<b>Training Provider Organizations:</b> Provide additional training courses indicated on the CVO form and update attendance records.
<b>Step 17</b>	<b>Contractor Employee:</b> Submit the Contractor/Vendor Orientation form to the BNL Contact if one was issued to you.
<b>Step 18</b>	<b>BNL Contact:</b> Verify completion of required training to ensure personnel safety in the work location before permitting contractor employees to work unescorted.
<b>Step 19</b>	<b>BNL Contact:</b> Forward the CVO form (if issued) to the Training Coordinator.


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Subject Area: *Training and Qualifications*

## 8. Instructor Qualification

Effective Date: **February 2004**

Point of Contact: [Training and Qualifications Program Manager](#)

### Applicability

This information applies to all classroom and on-the-job training instructors who provide training in support of DOE, OSHA, or other regulatory compliance.

### Required Procedure

<b>Step 1</b>	The Department Chair/Division Manager of the instructor to be qualified reviews intended instructional assignments and determines qualification based on technical expertise, experience, education, and demonstrated instructional skills.
<b>Step 2</b>	<p>The Department Chair/Division Manager approves the <a href="#">Instructor Qualification Form</a> for individuals qualified to present assigned courses.</p> <p>For new instructors who have not yet demonstrated identified competencies, the Department Chair/Division Manager can establish development goals and mentoring assignments to address gaps before approving qualification.</p> <p><b>Note:</b> Once qualified through this process, an instructor may teach additional areas without requalifying or filling out the Instructor Qualification Form as long as the instructor is technically qualified in the new area and the Department Chair/Division Manager approves.</p>
<b>Step 3</b>	The organization's <a href="#">Training Coordinator</a> or designee maintains Instructor Qualification Forms.

### Guidelines

Instructors and courses should be evaluated periodically to ensure effectiveness and gather feedback for continual improvement. The [Instructor Evaluation Form](#), [Course Evaluation Form](#), or equivalent evaluation forms may be used.



Technical experts who provide on-the-job training as part of a qualification program who have no previous instructional expertise should complete BNL's On-the-Job Training web course available on the [Training and Qualifications](#) Web Site.

Learning and development opportunities that maintain and improve technical and instructional skills should be provided following initial qualification of instructors.

## References


[Training and Qualifications](#) Web Site

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Subject Area: **Training and Qualifications**

## 9. Recordkeeping

Effective Date: **February 2004**

Point of Contact: [Training and Qualifications Program Manager](#)

### Applicability

This information applies to all classroom and on-the-job training instructors who provide training in support of DOE, OSHA, or other regulatory compliance.

### Required Procedure

<b>Step 1</b>	The course instructor delivers training and documents completion on the <a href="#">Training Attendance Roster</a> or equivalent form that contains course title, course number, date of training, instructor name, participant names, their BNL identification number, and trainee score (if applicable).
<b>Step 2</b>	The course instructor forwards the roster to the Training Coordinator (or designee) for retention of department-specific course records, or to the <a href="#">Training and Qualifications Program Office</a> for Laboratory-wide training courses.
<b>Step 3</b>	The Training Coordinator or designee enters records into Brookhaven Training Management System, or forwards copies of records to Training and Qualifications Program Office for entry.
<b>Step 4</b>	<p>The Training Coordinator or designee retains original rosters and job performance measures as specified by DOE, OSHA, or other regulation. For courses that address radiological exposure and safety, hardcopy rosters and tests must be maintained for 75 years. For course records with no regulatory-driven retention period for hardcopy records, once course records are incorporated into the Brookhaven Training Management System, the database becomes the official record. See the <a href="#">Records Management</a> Subject Area for more information.</p> <p>Contact the Training and Qualifications Program Office for assistance in determining retention requirements for records.</p> <p><b>Note:</b> The Training and Qualifications Program Office maintains electronic files of training records entered into the Brookhaven Training Management System for 75</p>

training records entered into the Brookhaven Training Management System for 75 years and archives data in a retrieval manner in accordance with records management program requirements.
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## References

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Subject Area: **Training and Qualifications**

## Criteria for Determining Additional Job Qualification Requirements

Effective Date: **June 2000**

Point of Contact: [Training and Qualifications Program Manager](#)

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The Criteria for Determining Additional Job Qualification Requirements is provided as a [Word](#) file.

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# Criteria for Determining Additional Job Qualification Requirements

## Importance

How important a job is from the standpoint of personnel safety, environmental protection, monetary/equipment loss, and the potential to impact mission.

## Consequences

Consider the “Consequences” column when determining the method and level of training formality needed to ensure successful performance is achieved and maintained.

## Specialized Skill or Concentration Level


Consider the “Specialized Skill or Concentration Level” column to determine if there is a need for retraining to maintain proficiency for a task, and if so how frequently (i.e., every 12, 24, or 36 months). Generally the more often a task is performed the less it needs to be retrained, whereas tasks that are performed infrequently require more retraining to remain proficient. However the more “important” the task, the more it should be retrained to maintain qualification.

## Options

This column lists the recommended options that can be implemented to address additional training needs. Use the suggested options to determine the most appropriate way to ensure initial and continuing task proficiency. The options are listed in order of ascending rigor. Apply one or more based on the consequences column. Engineering or administrative controls should always be considered to eliminate or minimize risks as the first option, or in addition to job specific training.

Importance	Consequences	Specialized Skill or Concentration Level	Options
<b>Not Important</b>	Consequences of improper or failed task performance: <ul style="list-style-type: none"> <li>• little or no potential for injury</li> <li>• little or no impact upon the environment</li> <li>• little or no impact on mission</li> <li>• cost of performance failure would be minimal</li> <li>• little or no potential for regulatory findings or judgements</li> </ul>	<p>Task requires minimal concentration and/or skill to achieve proficiency.</p> <p>Task does not require awareness of procedures/rules.</p> <p>Initial performance of task is possible without training or practice.</p>	<p>No additional job-specific training is needed.</p> <p>If tasks fall under this category, in addition to Laboratory-wide ESH training requirements, no additional job qualification requirements are needed.</p>
<b>Somewhat Important</b>	Consequences of improper or failed task performance: <ul style="list-style-type: none"> <li>• may cause minor injury to employee</li> <li>• little or no impact upon the environment</li> <li>• may impact mission at the individual, system or equipment level</li> <li>• potential to cost less than \$1,000</li> </ul>	<p>Task requires some concentration and/or skill to achieve proficiency.</p> <p>Task requires awareness of procedures/rules.</p> <p>After initial mastery of task, practice is not required to maintain proficiency.</p>	<ul style="list-style-type: none"> <li>• Review of procedures</li> <li>• Supervisory briefing or toolbox discussion</li> <li>• Technical walk-through or talk-through</li> <li>• Supervision of task performance until mastery</li> <li>• Procedure indoctrination</li> </ul>

	<ul style="list-style-type: none"> <li>little or no potential for regulatory findings or judgements</li> </ul>		On-the-Job Training using a performance checklist
<b>Important</b>	<p>Consequences of improper or failed task performance:</p> <ul style="list-style-type: none"> <li>may cause injury to employee</li> <li>little or no impact on the environment</li> <li>may impact mission at the group or experimental level</li> <li>potential to cost \$1,000 to \$10,000</li> <li>may have potential for regulatory findings or judgements</li> </ul>	<p>Task proficiency requires a moderate degree of concentration and/or skill.</p> <p>Task requires the ability to apply procedures/rules.</p> <p>After initial mastery of task, occasional practice is required to maintain proficiency.</p>	<ul style="list-style-type: none"> <li>Documented supervisory briefing or toolbox discussion.</li> <li>Procedure indoctrination</li> <li>On-the-Job checklists and performance evaluation</li> <li>Written or verbal exam</li> </ul>
<b>Very Important</b>	<p>Consequences of improper or failed task performance:</p> <ul style="list-style-type: none"> <li>may cause serious injury to the employee(s)</li> <li>may result in impact to the environment</li> <li>may impact mission at the departmental or program level</li> <li>potential cost of performance failure is between \$10,000 and \$100,000</li> <li>potential for significant regulatory findings or judgements</li> </ul>	<p>Task proficiency requires a high degree of concentration or skill.</p> <p>Task involves the qualitative evaluation of systems or operations.</p> <p>Task requires development of audible procedures.</p> <p>Initial and continued performance requires experience or frequent practice.</p>	<ul style="list-style-type: none"> <li>Procedure indoctrination (documented review of procedures)</li> <li>On-the-Job Training using a performance checklist</li> <li>Written or verbal exam</li> <li>On-the-Job Training and retraining program.</li> </ul>
<b>Extremely Important</b>	<p>Consequences of improper or failed task performance:</p> <ul style="list-style-type: none"> <li>may result in serious injury to employee(s) or the public</li> <li>may result in significant impact to the environment</li> <li>may impact BNL's mission</li> <li>potential cost of performance failure is in excess of \$100,000</li> </ul> <p>potential for significant regulatory findings or judgement</p>	<p>Task proficiency requires an exceptional degree of concentration and or skill.</p> <p>Task involves analysis or design of complex systems or processes.</p> <p>Initial and continued performance requires experience or frequent practice.</p>	<ul style="list-style-type: none"> <li>Procedure indoctrination (documented review of procedures)</li> <li>On-the-Job Training using a performance checklist</li> <li>Written exam</li> <li>On-the-Job Training and retraining program.</li> </ul>



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Subject Area: **Training and Qualifications**

## Contractor/Vendor Orientation Form

Effective Date: **September 2001**

Point of Contact: [Training and Qualifications Program Manager](#)

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The Contractor/Vendor Orientation Form is provided as a [Word](#) file.

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# Contractor/Vendor Orientation Form

## General Information

NUMBER P.O. Contract Number

ENTER NAME HERE	EMPNO	SS #
Contractor Employee's Name	Contractor Employee's I.D. No.	Contractor Employee's Social Security No.
ORG. NAME	DATE	DEPT/DIV
Employer's Name	Start Date	BNL Department/Division
CONTACT NAME	PHONE NO	FACILITY LOCATION
BNL Contact	BNL Contact's Phone No.	BNL Contact's Facility Location

## General ES&H Training

BNL Contact: Indicate action by initialing or signing the appropriate item.

1. Contractor/Vendor Safety Orientation	Initial	Instructor Signature	Date
2. New Employee Safety Orientation	Initial	Instructor Signature	Date
3. ES&H Briefing provided by BNL Contact (Form #3057)	Initial	BNL Contact Signature	Date
4. Previous Training is Valid		BNL Contact Signature	Date
5. No Training Required; Escort Provided		BNL Contact Signature	Date

## Radiological Training

BNL Contact: Indicate action by initialing or signing the appropriate item.

1. General Employee Radiological Training	Initial	Instructor Signature	Date
2. Radiological Worker I	Initial	Instructor Signature	Date
3. RW-300 Contamination	Initial	Instructor Signature	Date
4. RW-300A Contamination Practical	Initial	Instructor Signature	Date
6. Previously Trained or Passed a Challenge Exam	Initial	Instructor Signature	Date

## Administration

1. BNL Contractor Identification Issued	Security Signature	Date
2. BNL Contact's Job-Specific Briefing	BNL Contact Signature	Date

**Contractor/Vendor Employee** ---> Return this form to your BNL Contact

**BNL Contact** ---> Forward this form to your Training Coordinator

Training Coordinator	Phone No.	Mail Drop
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### Additional Training

**BNL Contact:** Indicate action by initialing required courses. For required courses already completed, enter the completion date.

	<u>Required</u>	<u>Date Completed</u>
1. Basic Electrical Safety	_____	_____
2. Electrical Safety I	_____	_____
3. Lock-out/Tag-out "Affected Worker"	_____	_____
4. Lock-out/Tag-out "Authorized Worker"	_____	_____
5. Crane Operator	_____	_____
6. Forklift Operator	_____	_____
7. Hazard Communication	_____	_____
8. Confined Space	_____	_____
9. Respirator	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____

### Course Notes

**Contractor Vendor Safety Orientation** (approximately 1.5 hours) is provided daily at 8:30 a.m. in Bldg. 422. The course includes Laboratory safety requirements and policies specific to contractor/vendor activities. Contractors involved in construction activities must attend Contractor Vendor Safety Orientation. Forty-eight hours advance notice is required for any special scheduling request. There is a 12-month requalification period for all contractors/vendors to maintain site access.

**Guest Site Orientation** is available on the web and may be applicable for contractors/vendors who are performing administrative work in lieu of Contractor Vendor Safety Orientation. (Contractors involved in construction activities must attend Contractor Vendor Safety Orientation.) The BNL Contact should decide which course is the most appropriate based on the activities to be performed. A 12-month requalification period for badge renewal applies to all contractors/vendors.

**General Employee Radiological Training (GERT)** qualifies an individual to wear a film badge if annual exposure is less than 100 mrem/year (see Radiological Control Manual for additional limitations). This qualification allows individuals unescorted access to Controlled Areas. This qualification must be renewed every two years. Handling of radioactive materials is not allowed.

**Radiological Worker I (RW-1) Training** qualifies an individual to wear a film badge for exposures up to the facility's Administrative Control Level (not to exceed the Laboratory's Administrative level of 1.25 rem/year). The qualification allows unescorted access to Controlled Areas, Radiation Areas and Radiological Buffer Areas.

**Bench-top Dispersible Training** is for individuals who work with dispersible radioactive materials in a posted Radioactive Material work area. The prerequisite for this course is Radiological Worker I.

**Contamination, High Contamination and Airborne Radiation Area Training** is for individuals who need unescorted access to these areas. (Additional facility-specific training and respirator training may be required before individual is authorized to perform work in these areas.) The prerequisite for this course is Radiological Worker I.

**Challenge Exams** may be offered as an alternative to classroom training for GERT and RW-I. This alternative is designed for individuals with prior experience, similar qualification at another facility, or prior formal training in radiological controls or health physics.

## Course Evaluation Form

Course Title/Instructor: \_\_\_\_\_

Date: \_\_\_\_\_

Name (optional): \_\_\_\_\_

Extension (optional): \_\_\_\_\_

Course Content	Strongly Agree	Agree	Disagree	Strongly Disagree
The course is useful and relevant to my job.				
The course's level of difficulty is appropriate for me.				
The course is organized and understandable.				
The course will help me to perform more safely.				

Training Materials	Strongly Agree	Agree	Disagree	Strongly Disagree
Course materials (handouts, visual aids) were of good quality and useful.				
Exam questions were clear and reflected key information covered in the course. (Answer only if applicable)				

Instructor	Strongly Agree	Agree	Disagree	Strongly Disagree
The instructor was knowledgeable and effective.				
I would recommend this instructor to others.				

### Overall, what is your evaluation of this course?

<input type="checkbox"/>	Highly Effective (Course is of high value and needs little or no changes.)
<input type="checkbox"/>	Effective (Course is of some value and needs minor changes to be Highly Effective.)
<input type="checkbox"/>	Needs Improvement (Course is of little value and needs significant changes to be Highly Effective.)
<input type="checkbox"/>	Unsatisfactory (Course is of no value in and needs to be re-designed.)

Describe specific strengths and weaknesses of this course (continue on separate page if more room is needed):

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Subject Area: **Training and Qualifications**

## Environment, Safety, Health, and Security Briefing Checklist

Effective Date: **September 2001**

Point of Contact: [Training and Qualifications Program Manager](#)

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The Environment, Safety, Health, and Security Briefing Checklist is provided as a [Word](#) file.

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# Environment, Safety, Health, and Security Briefing Checklist

Initial or indicate NA  
(Not Applicable) for  
each item or section

## I. Emergency Information

1. **Emergency number is ext. 2222** (fire, medical emergency, serious injury, ambulance, leaks, and spills). You must dial 344-2222 from a cellular phone. \_\_\_\_\_
2. BNL Laboratory Site-wide and Building alarms: \_\_\_\_\_
  - a. Alert siren: continuous sounding of site siren for five (5) minutes. Proceed to assembly area and wait for further instructions.
  - b. Evacuation siren: Intermittent sounding of the site siren for five (5) minutes. Evacuate the site immediately.
  - c. Sirens are tested at noon every Monday.
  - d. Building Alarms: Evacuate the building immediately.
3. Report injuries immediately to your BNL Contact. \_\_\_\_\_  
(Or if an emergency, dial 2222.) |
4. Note the locations of Fire Alarm Pull Boxes, phones, fire extinguishers, escape routes, and Material Safety Data Sheets (MSDS) in your work locations. \_\_\_\_\_

## II. Compliance with Procedures and Regulations

1. Obey all environmental, safety and health requirements that apply to your work. If you have questions about requirements that may affect your specific work, ask your BNL Contact. \_\_\_\_\_
2. Comply with all warning signs posted at the Laboratory. \_\_\_\_\_

Access to certain areas at the Laboratory is limited to individuals who are trained and qualified to be there. Do not enter any areas that are posted with warning signs. For example Radiological Areas are posted with yellow and magenta or yellow and black signs and there are special requirements that need to be fulfilled to access these areas. If you have any doubt about whether or not you may enter an area, ask your BNL Contact.
3. All unauthorized disposal or release of oil or hazardous materials is strictly forbidden. Report spills to your BNL Contact. \_\_\_\_\_

If you witness a spill of material onto soil or into a water stream (gasoline, oil, chemicals), you must call 2222 to report the spill immediately.
4. Potentially hazardous operations require special training and permits before individuals are authorized to perform such work. Forklift operation, overhead crane operation, electrical work, handling of compressed gas cylinders, cutting and welding activities, confined space entry, disposal of hazardous materials, operations that may impair fire protection systems and any task performed in a radiological area are examples of activities that require proper authorization prior to task performance. \_\_\_\_\_

Initial or indicate NA  
(Not Applicable) for  
each item or section.

5. Do not use a computer, or any BNL equipment unless you are  
— authorized for its use and handling. Inappropriate use of  
equipment may constitute fraud, waste, or abuse of government property. \_\_\_\_\_
6. Report any unsafe conditions or activities to your BNL Contact. \_\_\_\_\_
7. If you are being escorted while onsite and performing a  
potentially hazardous task under escort, your escort must be in your  
constant sight during task performance. \_\_\_\_\_

### III. Traffic Rules

1. Speed Limit on site is 30 m.p.h. and is radar enforced.
2. Pedestrians have right-of-way in marked areas. Cross in marked  
zones.
3. Vehicles are subject to police inspection.
4. Bicycles must observe all Laboratory traffic rules.
5. Park in designated parking areas. Yellow-painted curbs indicate no parking areas.
6. On-site deer population presents driving hazard.

### IV. Individual Responsibility

1. Carry BNL ID at all times. When your BNL work assignment is over, you must  
return your badge to your BNL Contact or the Badging Office.
2. You may access the BNL site for the performance of your BNL work assignment only.  
Accessing the site for any other purpose is prohibited.
3. Professional conduct and ethical behavior are expected and  
required at all times.
4. Prohibited activities include: alcohol consumption, illegal drug use,  
sexual harassment or any other discrimination. No smoking in any building on-site.

### V. Reviewed or issued the following documents:

The above information was reviewed with me by: \_\_\_\_\_  
BNL Contact Name

\_\_\_\_\_  
BNL Contact Signature Date

\_\_\_\_\_  
Contractor ID Number

\_\_\_\_\_  
Contractor/Vendor Name

\_\_\_\_\_  
Contractor/Vendor Signature

# Instructor Evaluation Form

Instructor Name: \_\_\_\_\_ Evaluator Name: \_\_\_\_\_

Course Title: \_\_\_\_\_ Course Date: \_\_\_\_\_

<b><u>Lesson Effectiveness</u></b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Disagree</b>	<b>Strongly Disagree</b>	<b>N/A</b>
Exhibited a level of knowledge adequate to teach the training material.					
Demonstrated enthusiasm and credibility for the subject being taught.					
Gained and maintained attention of trainees.					
Kept the course focused on the subject material.					
Clarified, summarized and amplified important information.					
Used clear and relevant examples to explain ideas.					
Answered Student questions satisfactorily, providing clear and complete answers.					
Established the purpose for learning the material and related it to the job.					

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b><u>Motivation/Interaction</u></b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Disagree</b>	<b>Strongly Disagree</b>	<b>N/A</b>
Asked trainees questions to reinforce key information and phrased them to get adequate response.					
Made trainees comfortable to participate.					
Encouraged student questions.					
Handled hostile questions diplomatically.					
Involved as many participants as possible in classroom discussions.					

Comments \_\_\_\_\_

\_\_\_\_\_

---

**Preparation/Materials**

	<b>Strongly Agree</b>	<b>Agree</b>	<b>Disagree</b>	<b>Strongly Disagree</b>	<b>N/A</b>
All needed supplies, materials, and equipment were readily available.					
Started class on time and held breaks that were appropriate in frequency and length.					
Instructional presentation aids and lesson plan were used effectively and strongly reinforcing learning					

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Presentation**

	<b>Strongly Agree</b>	<b>Agree</b>	<b>Disagree</b>	<b>Strongly Disagree</b>	<b>N/A</b>
Voice could be easily heard.					
Rate of speech was neither too fast nor too slow.					
Instructor's gestures and mannerisms aided communication.					
Eye contact was direct and included all trainees.					
Presentation style was professional and enhanced learning.					

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Overall, what is your evaluation of this Instructor?**

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Outstanding (Performance exceeds expectations by a highly significant level.) |
| <input type="checkbox"/> | Highly Effective (Performance exceeds expectations.)                          |
| <input type="checkbox"/> | Effective (Performance meets expectations.)                                   |
| <input type="checkbox"/> | Needs Improvement (Performance is below expectations.)                        |

Please add any additional comments you may have on a separate page and attach it to this form.

# Instructor Qualification Form

Instructor Name:

Organization:

Description of instructional assignments:

Upon review of technical expertise, experience, education, and instructional skills, the above individual is qualified to perform instructional activities as assigned.


---

Dept. Chair/Div. Manager Signature

---

Date Approved





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Subject Area: **Training and Qualifications**

## Job Training Assessment Form

Effective Date: **September 2001**

Point of Contact: [Training and Qualifications Program Manager](#)

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The Job Training Assessment Form is provided as a [Word](#) file.

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3.1-072004/standard/1i/1i02e011.htm

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## Job Training Assessment Form

This form will aid you in assessing the appropriate training and qualifications needed for job functions. For assistance in job training assessments, contact the Training and Qualifications Program Office.

1. Identify tasks, hazards, risks, and location access needs for this position by reviewing work planning documents, experimental reviews, position R2A2s, and existing job descriptions and facility hazard/risk analysis/categorization documents. (Attach pages as needed.)


2. Use the Target Audience Descriptions for Required Training: Job/Hazard Training Assessment Tool (<http://training.bnl.gov/hazcht2.html>), and list the required training courses for the position (or attach a marked up checklist) while referring to the tasks and hazards associated with the position.


3. List any Medical Exam Clearance Requirements required for this position:


4. List any External Certifications required for the position:


5. Describe any education or experience requirements for the position, in addition to the entry level requirements listed in the Supervisors' Personnel Manual.


6. Using the Criteria for Determining Additional Job Qualification Requirements exhibit, list additional job-specific and procedure training that is required. (If additional training needs are determined, but courses do not exist, contact the Training and Qualifications Program Office for development and documentation assistance.) If job and procedure training exists, list the courses and numbers.


7. List individuals' names and life numbers for whom these requirements apply. If a variation of these requirements applies to certain individuals within this position, include the different variations needed.


**Forward a copy to your Training Coordinator when complete.**

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Subject Area: **Training and Qualifications**

## New Employee/Guest Orientation Form

Effective Date: **September 2001**

Point of Contact: [Training and Qualifications Program Manager](#)

---

The New Employee/Guest Orientation Form is provided as a [Word](#) file.

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# New Employee/Guest Orientation Form

Requisition No./Date

Employee/Guest Name	Life/Guest Number	Start Date
Department/Division	Dept./Div. Code	Bldg. Number
Supervisor/Sponsor/Ext.	ES&H Coordinator/Ext.	
Training Coordinator/Ext.	Facility Support Representative/Ext.	

## Administration

1. General orientation/check-in at Human Resources or Facility User's Office Completed.

Human Resources Signature

2. BNL identification/vehicle pass issued.

Security Signature

3. ES&H Coordinator's briefing completed.

ES&H Coordinator's Signature

4. Facility Support Representative's briefing completed.

Facility Support Representative's Signature

### 5. Supervisor's Section

a. Will Radiation Dosimetry be issued? ☐ yes ☐ no

b. Will individual be working in areas belonging to another department? ☐ yes ☐ no

c. If yes, list working Department, Location, and Contact Name.

e. Supervisor's briefing on job- and work- location-specific hazards completed.

Supervisor's Signature

### Training Coordinator Section

d. Job Training Assessment (JTA) Code(s) to which employee/guests should be linked:

JTA Codes for Employee/Guest

Training Coordinator briefing on training requirements.

Training Coordinator's Signature

## General Employee/Radiological Training

General Employee Training or Site Orientation for Guests

Hazard Communication

Or

Laboratory Standard

Or

Neither Hazard Communication nor Laboratory Standard is required.

Supervisor's  
Initials

X Required for all

Date

Scheduled

Instructor's  
Initials

Supervisor's Signature

Date

General Employee Radiological Training

or

Radiological Worker I (Prerequisite for the following)

Contamination/High Contamination

Bench-top Dispersibles

or

No Radiological training is required

Supervisor's Signature

Date

Previous BNL Safety training is valid. (Indicate valid courses and completion dates in appropriate spaces.)

Training Coordinator's Signature

Date

# Additional Required Training

Employee/Guest Name \_\_\_\_\_ Type Name \_\_\_\_\_ Requisition No./Date \_\_\_\_\_

Schedules and course information is available at <http://training.bnl.gov> or from your Training Coordinator.

Common Course Requirements	Supervisor's Initials	Date Scheduled	Completion Date
Emergency Planning and Response (for Employees Only)	X	**	
Environmental Protection Training (for Employees Only)	X	**	
Counterintelligence Awareness (for Employees Only)	X	**	
Cyber Security Training		**	
Hazardous Waste Generator		**	
Radioactive Waste Generator		**	
Transportation of Hazardous Material		**	
HAZWOPER (Specify: 24 hour, 40 hour, 8 hour Supervisor)			
Basic Electrical Safety		**	
Electrical Safety 1		**	
Lock-out/Tag-Out Affected Worker		**	
Lock-out/Tag-Out Authorized Worker		**	
Cardiopulmonary Resuscitation (specify: Adult CPR/ Profess. Rescuer)			
Back Safety		**	
Forklift Operator/Practical, Note: medical exam prerequisite		**/Practical	
Crane Operator/Practical, Note: medical exam prerequisite		**/Practical	
Basic Rigging for Crane Operators			
Noise and Hearing Conservation, Note: medical exam prerequisite		**	
Bloodborne Pathogens, Note: medical exam prerequisite		**	
Regulated Medical Waste Management		**	
Respirator Training (specify: APR/PAPR, SCBA, Airline), Note: Requires Fit Test, practical, and medical exam prerequisite		**	
Compressed Gas Safety		**	
Cryogen Safety		**	
Laser Safety, Note: medical exam prerequisite		**	
Confined Space Entry			
Oxygen Deficiency Hazard		**	
Lead in the Workplace		**	
Static Magnetic Fields		**	
Practical Fire Extinguisher Training			
VDT Safety			
Machine Shop Safety			
Lyme Disease Prevention		**	
<b>Departmental and Job Requirements</b>			
<b>Circle Needed Location Access:</b>			
<ul style="list-style-type: none"> <li>• C-AD</li> <li>• AGS</li> <li>• RHIC</li> <li>• NSLS</li> </ul>			

\*\* Computer-based training available on the Web at <http://training.bnl.gov>

**When the activities have been completed, return this form to your Training Coordinator.**

## Request for Retraining Extension Form

Extensions of retraining deadlines may be granted for operating and scheduling commitments that have the potential to impact the mission of the organization. (Extensions for radiological retraining are not allowed.)

**Course Title(s) and Number(s) for which your retraining should be extended:**

---

---

**Describe the Reason for Requesting the Extension:**

---

---

---

---

---

---

---

**Documentation Attached:**

---

---

---



<b>Submitted By:</b>	
_____ Print Name	_____ Life/Guest No.
_____ Signature	_____ Date
<b>Approved By:</b>	
_____ Print Name	_____ Life/Guest No.
_____ Signature	_____ Date
Issue Date: _____	Extend to Date: _____

**Upon Approval, Send to Training & Qualifications Program Office (Bldg. 185)**

## Request for Training Exemption/Waiver Form

Individuals may be exempt from BNL required training courses due to the knowledge and skills acquired through previous course work or work experience. Exemptions may be granted at the discretion of the appropriate Responsible Requirement Manager for completed equivalent courses, professional experience, or college courses and degrees. The Responsible Requirement Manager is the individual who owns the requirement that generates the course need (i.e., the point of contact for the subject area). If unsure of the responsible manager, forward the documents to the Training and Qualifications Program Office.

### Exemption Request for:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Life/Guest No.

### Course Title(s) and Number(s) from which you should be exempt:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Explain why you should be exempt:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Documentation Attached:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Responsible Requirement Manager Approval :

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Issue Date: \_\_\_\_\_


Expiration Date: \_\_\_\_\_

Upon Approval, Send to Training & Qualifications Program Office (Bldg. 703)

Course Number \_\_\_\_\_ Course Title \_\_\_\_\_

Course Date \_\_\_\_\_ Location \_\_\_\_\_ Instructor \_\_\_\_\_

	Life/Guest Contractor #	First Name (print)	Last Name (print)	Dept/Div	Signature	Pass/ Fail
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
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## Definitions: Training and Qualifications

Effective Date: **September 2001**

Point of Contact: [Training and Qualifications Program Manager](#)

Term	Definition
BNL contact	A BNL employee responsible for overseeing the work performed by contractors and for determining whether the contractor employee(s) require BNL site-specific training or an escort.
certification	The process whereby a third party organization attests that an individual's skill and knowledge meet specific requirements or standards in a particular field or discipline.
challenge exam	Challenge exams are an alternative to classroom training for certain BNL courses. They are designed for individuals with prior experience, similar qualifications at a similar facility, or prior formal training in a subject area (e.g., radiological controls, health physics, electrical engineering).
continuing training	Continuing training programs provide the skills and knowledge required to maintain and enhance proficiency. They provide current information in areas such as: changes to facility structures, systems, and components; changes to procedures and requirements; advances in technology/equipment; and lessons learned.
contractor or contractor employee	An organization or individual (contractor, subcontractor, consultant, or vendor) that performs work or provides a service under contract to the Laboratory. (This does not include people who make routine deliveries, e.g., Federal Express, UPS.)
escort	A BNL-designated trained and qualified individual who accompanies an untrained individual, ensuring that the individual is advised of BNL site-specific hazards, and ensuring the proper performance of a task by an unqualified worker.
indoctrination	A training method where trainees read and document that they have read and understood a particular procedure or document. Indoctrination may also include a documented small group discussion about a procedure, requirement, or document.
initial training	Initial training programs provide the basic knowledge and skills needed to perform job functions.
line management	Department/division managers and supervisors.
on the job training	A training method where an "unqualified" worker works with a qualified worker to learn the correct way to perform a procedure.
organization	Department, division, or office.
qualification	The process whereby the responsible supervisor attests that an individual has met requirements and demonstrated the skills and knowledge needed to perform specific program operations without supervision or escort. The formality of the


	<p>qualification process is dependent upon the potential consequences that may result from incorrect task performance.</p> <p>Considerations for qualifications include: education, experience, training and any special requirements (e.g., medical exam) necessary for the unsupervised and unescorted performance of work.</p>
Qualified	A worker's ability to perform an assignment unsupervised and unescorted.
qualifier/evaluator	An individual formerly qualified in a procedure that is designated by the responsible supervisor to qualify others in the procedure. Procedure authors are qualified by their technical expertise to train others on the procedures they write. The responsible supervisor may qualify others on procedures. For example, employees trained by a manufacturer on its equipment are qualified to train others on that equipment.
responsible requirement manager	The owner of a training requirement, i.e., point of contact for the subject area that is responsible for the requirement.
responsible supervisor, work planner, or sponsor	The individual responsible for the activity being performed. The supervisor who is responsible for planning the work activity, assigning work to staff, and supervising performance of work.
retraining or requalification	Training and qualifications that require periodic (usually 12, 24, or 36 month) renewal in order to maintain qualification.
short-term consultant or visitor	An individual who performs work or provides a service at the Laboratory who will be on-site for one to three days during a calendar year.
sponsoring organization	The department/division that contracts for and oversees the work of a contractor.
task analysis	The systematic break down of a job into its component parts.
untrained	Not having the required training or qualifications for independent task performance.

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## Revision History: Training and Qualifications

Point of Contact: [Training and Qualifications Program Manager](#)

### Revision History of this Subject Area

Date	Description	Management System
July 2004 -- Minor Rev. 3.1	<p>The subject area was revised to update the following sections:</p> <ul style="list-style-type: none"> <li>• Determining Training and Qualification Requirements;</li> <li>• Request Retraining Extensions;</li> <li>• New Employee/Guest Training and Processing;</li> <li>• Contractor/Vendor Training and Processing ;</li> <li>• Recordkeeping.</li> </ul> <p>The exhibit Criteria for Determining Additional Job Qualification Requirements was updated to include information for eliminating or minimizing risk. The exhibit Criteria for Determining Training Requirements was deleted. The following forms in the subject area were updated:</p> <ul style="list-style-type: none"> <li>• Job Training Assessment Form;</li> <li>• New Employee/Guest Orientation Form;</li> <li>• Environment, Safety, Health, and Security Checklist;</li> <li>• Contractor/Vendor Orientation Form.</li> </ul>	Training and Qualifications
February 2004	A new section Establishing and Reviewing Training Requirements was added to provide procedures for cross-organizational training requirements.	Training and Qualifications

September 2001	<p>This subject area was revised to establish procedures and guidelines for qualifying instructors who deliver compliance training, and for maintaining training records.</p> <p>Section 7. Instructor Qualification and Section 8. Recordkeeping were added to the subject area. The Course Evaluation Form, Instructor Evaluation Form, Instructor Qualification Form, and the Training Attendance Roster also were added.</p>	Training and Qualifications
June 2000	<p>This subject area was developed to establish the procedures and guidelines to follow to ensure that workers are trained and qualified to perform work. This subject area will enable organizations to identify training and qualification requirements for positions by providing clear and consistent guidance and criteria. In addition to a site-wide procedure for <a href="#">Determining Training and Qualification Requirements</a>, this subject area formalizes several processes on site with new procedures, including <a href="#">Requesting Training Exemptions</a> and <a href="#">Using Escorts Instead of Providing Training</a>. The New Employee/Guest Orientation and Contractor/Vendor Orientation Procedures were also updated in this subject area. Exhibits include appropriate forms for use in processes and criteria for determining and applying requirements.</p>	Training and Qualifications

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